



## 21st Century Community Learning Centers (21st CCLC) 2018 E-Grants Application 21st CCLC Frequently Asked Questions (FAQs)

Any questions regarding the 2018 E-Grants Application Guidance document or the application itself will be accepted by the Office of Public Instruction (OPI) *after* the competitive grant application has been opened, on February 5, 2018. OPI staff will not be allowed to have direct communication with the public regarding the RFP (refer to the E-Grants Application Communications Policy on the 21st CCLC website).

All questions must be submitted through the 21st CCLC FAQs email address [OPI21stCCLCAppFAQ@mt.gov](mailto:OPI21stCCLCAppFAQ@mt.gov). A response to questions will be posted within this document on the OPI 21st CCLC website within 2 business days of receipt.

All questions and answers are listed below in the order they were received (with the most recent questions received at the top).

*Well I am not sure where to even begin with the new grant application. Can you direct me to where I even begin?*

Once your school's Authorized Representative has provided you access to work on the application, you can create a new application in the E-Grants system through the following steps:

1. Logon to E-Grants with your user name and password
2. On the Menu List page, select "EGrants Access/Select"
3. On the "Organization Search Results" page, click on the radio button in front of the school or organization name that you want to use to create a new application
4. Click "Select"
5. On the E-Grants Access Select page, next to the "Select Fiscal Year", click on the drop-down arrow and select "2019"
6. Under "Available", select the **"Title IV-B: 21<sup>st</sup> Century"** application
7. In the text box, enter the name for your new grant application
8. Click on the drop-down arrow in the "Select Project" text box and click on the option provided.
9. Click Create. This will open the application for you.
10. After you log out of the system the first time and then re-enter into the application to continue your work, you will need to go to the "E-Grants Access Select" page (steps 1-4), and enter the current fiscal year (2019). The 21<sup>st</sup> CCLC application you created will show under the "Competitive Grant" section.
11. Click on the arrow to the left of the application, and click "Open"

*Do you have a guidance logic model template for the 21st century grant or do we come up with one of our own? How can I get the template?*

The Logic Model template for the application can be found under the *File Uploads* tab. There is a link to open the Logic Model on the page. You can download the document, complete it, save it, and then upload the document back into the *File Uploads* tab.

*On the grant Allocation Tab, it appears that I cannot add any figures. I thought that when I added figures to the Budget Tabs they might populate to the Allocation Tab but that is not the case. Are we to add figures to the Allocation Tab and if so how do we accomplish that?*

The allocations page is automatically populated by the OPI upon award. The applicant does not enter any data into this tab.

*What are the stipulations for paying the Administration of the School district (Authorized Representative) a stipend for their involvement in Supervising the Grant Director? If they are allowed to be paid a stipend, is there a maximum dollar amount they are allowed?*

On our website, please review the Request For Application (RFA) webinar information concerning supplementing vs supplanting (slide at 15:50 minutes) to be sure the additional salary would not fall under the supplanting restriction. If not, it would be allowed, but please note that time and effort records will be used during monitoring to ensure that the time billed against the grant is in alignment with the supervisor's role. Whether this is billed as a stipend or incorporated into their salary is decided on by the school district.

*As a private school, why is the district we are in responsible for stating whether we have a need for intervention - which determines if we can even apply for 21st century? The district we are in can directly compete for funding.*

A private school may avoid competing with a local public school by applying for the grant as a consortium with the local public school. The ESSA law states that applicants must provide "an assurance that the program will target students who primarily attend schools eligible for schoolwide programs under section 1114 and the families of such students" ESSA 4204(b)(2)(F). Creating a consortium with the local public school enables the applicant to ensure that most of their participants attend schools eligible for programs under section 1114.

If you choose not to apply as a consortium with the public school, then the ESSA law states that the State educational agency will make awards to "other schools determined by the local educational agency to be in need of intervention and support; and the families of such students" ESSA 4203(a)(3)(A)(II). This is the section that enables a local public school to recommend a private school or other school, in need of intervention, who would otherwise not fall under section 1114.

*Does the \$300,000 maximum per organization represent the total annual amount that an organization can receive for all of its 21st CCLC grants, or is it the maximum strictly for a new grant awarded under this competition? (My organization has 2 current 21st CCLC grants that have a future expiration date – can I still apply for the full \$300,000 for a new grant?)*

The \$300,000.00 maximum per organization represents the total annual amount that an organization can receive for all its 21<sup>st</sup> CCLC grants. Within one organization, if Grant award A = \$100,000.00 and Grant award B = \$50,000.00, then an application funding amount for a new grant, Grant C, may be for up to \$150,000.00. Please see the webinar slide on Grant Award Amounts under "Grant maximum per organization".

*If funds are requested by an applicant for a collaborating organization (i.e. school, other agency, etc.) for services specific to the successful completion of this project, are those subcontracted funds counted in the \$300,000 received by the applicant organization?*

Yes, those subcontracted funds are counted in the \$300,000 received by the applicant organization. The budget includes all costs for running the project including any sub-contracts.

*We cannot access the planning tool in EGrants, which says we have to complete first, it says its not open yet. What do we do?*

21<sup>st</sup> CCLC grant applicants *do not complete the “planning tool”* that is in red at the top of the application when it first opens. This is for a different program.

*We are looking for the 'Partnership Signature Form' and currently not finding that within the resources we are checking - can you please direct me to the appropriate location? This would be the document for consortium's to both sign, correct?*

No, the document that an applicant applying as a consortium needs to submit is a Memorandum of Understanding (MOU) created by and agreed upon by all partnering organizations who will be a part of the consortium. Only those applicants who are applying as a consortium need to submit an MOU. The Office of Public Instruction (OPI) does not supply a template for the MOU. Items to consider in drafting the MOU include staffing agreements, data collection and reporting agreements, confidentiality, workers compensation agreements, fiscal agreements, hiring protocols and procedures, and any other items deemed necessary for actively collaborating as a consortium. Once the MOU has been created, it should be saved on the applicant's computer, and then uploaded into the File Uploads page under “Partner Agency Memorandum of Understanding”.

The Partnership Signature Form (The Collaboration Signature Page) is required by all applicants, and it contains all partners with your program who have agreed to provide a service to your program sometime during the year. Examples may be 4-H, Local Rotary Clubs, Local private entities, community members, and any other persons who may contribute to your program.

*If a proposed consortium consists of three schools (School A, School B, and School C), and the primary school's (School A) population comprises 60% of the total enrollment of all three schools combined and meets the eligibility criteria, is the consortium eligible for funding even if Schools B and C do not meet all the eligibility criteria (specifically the 40% F/R meal rate)?*

If you are applying as a consortium, the primary school (the school population that comprises at least 50% of your total enrollment) must meet the eligibility criteria outlined on slide 13 of the Application Guidance Webinar (posted to the OPI 21<sup>st</sup> CCLC website).

*How do I "submit intent to apply" for the 21st Century grant? We currently have the grant with another school, but we are up for re-application, and I am the one doing the application this time around.*

If you are currently a 21<sup>st</sup> CCLC grantee, and you are applying for a new grant, you do not need to submit an “Intent to Apply”. You can create a new application in the E-Grants system. Please follow the directions under the question (currently on pages 6 & 7), “*I understand that we need to login to E-grants to access the grant application. Where do we go from there?*”

*I would like to put in my intent to apply for the 21st century grant, but I have no idea where to go. I currently do not have access to EGrants, but I can get access if that is necessary.*

If you are a new school district who wants to apply for the 21<sup>st</sup> CCLC grant, you can receive access to the application through your local district's Authorized Representative (AR). The AR can request a "New User" to access EGrants on the Welcome page, under the LOGON section. Once you have been provided access to the application, you may create a new application. For instructions on how to create a new application, please see the question below, *"I understand that we need to login to E-grants to access the grant application. Where do we go from there?"*

*How will partners in the consortium share data confidentially? Will there be an option through E-Pass?*

Yes, partners in consortiums may share data confidentially through the ePass secure email system; however, **please note:** any time student level data is being shared, please contact your school district's superintendent for information on the local district's policies and procedures. In addition, all staff handling confidential student information should be trained in the [Family Educational Rights and Privacy Act \(FERPA\)](#).

*If the Authorized Rep (AR) submits a request for another individual (in the consortium) to have access to the grant application, can the permissions be for the 21st CCLC grant only and not the entire school districts grants?*

If the AR submits a request for another individual (in the consortium) to have access to the grant application, the permissions will extend to the entire school district's grants. The permission cannot be limited to only the 21<sup>st</sup> CCLC grant application.

*If every site in a consortium is paying a different salary, do we have to break down each site's salaries and benefits in the budget narrative or can we do a lump sum staff budget for each site?*

If every site in a consortium is paying a different salary, the applicant must provide a detailed breakdown of salaries and benefits for each center on the *Budget Breakdown* page. You can summarize the staff budget for each site on *Budget Detail* page.

*On the grant under Site Organization Type, there is no option for consortium. What organization type should be used for a consortium?*

Please select the organization type that best represents the fiscal agent of the grant. If the fiscal agent is within a school, select School District. If the fiscal agent is a non-profit organization, select from the list of non-profits (e.g. Non-Profit Agency - Boys & Girls Club).

*Under the Timeline category of the grant, is there a way to add additional lines for completion of this question?*

This section has been updated to include 32 rows.

*Do you have a logic model that allows typing? The PDF I downloaded from E-Grants is locked, and that is 30 pages of copying info to recreate it?*

A new fillable form version of the logic model has been uploaded to the E-Grants application. You can download the logic model, fill in the form, save it, and re-upload to the application.

*May an entity receive funding to serve a school that has a Free-Reduced Lunch rate of less than 40%? If so, what else is needed to qualify the school to receive funding?*

If you are applying as a consortium, the primary school (the school population that comprises at least 50% of your total enrollment) must meet the eligibility criteria outlined on slide 13 of the Application Guidance Webinar (posted to the OPI 21<sup>st</sup> CCLC website).

*In the logic model it asks for a minimum of 60 hours of programming per month, and running 10 hours per week which is considered acceptable to receive bonus points, will not add up to 60+ hours per month. How does a program reach 60+ hours per month during afterschool hours?*

The 60+ hours per month in the logic model is a five-year indicator to work toward our state goal, but the bonus points for the grant application are for programs that run a minimum of 10 per week for 28 weeks per year during the school year.

*I am applying as a consortium this year. Do I need to complete a logic model for each site?*

There is only one Logic Model per grant applicant, not by each center.

*I am applying as a consortium this year. One of the schools that I would like to include does not have a 40% free and reduced lunch rate but is a Title 1 school. Can I apply for this school?*

If you are applying as a consortium, the primary school (the school population that comprises at least 50% of your total enrollment) must meet the eligibility criteria outlined on slide 13 of the Application Guidance Webinar (posted to the OPI 21<sup>st</sup> CCLC website).

*Our team is working on their grant application and one question came up about surveys. When it comes to measurement, it talked about conducting surveys 2 times a year; once in the spring and once at the end of the summer. We have never done an end of summer one, just the ones in the spring. Will the spring one be reopened for summer participants or will you be offering a separate summer survey?*

There will be only one set of surveys per year, in the spring. Surveys will be sent for each of the following groups: School Administrators, Center Administrators, Center Staff, School-day Teachers, Students, and Parents.

*What would be required to document/support that an LEA has designated a school to be “in need of intervention and support?” Is there a formal designation process schools use?*

There are no formal criteria, it is up to the LEA to determine which schools within the district may need intervention and support, and provide their justification based on objective data. The justification must be written by the LEA and inserted into the Needs Assessment section of the application.

*What are the scoring criteria that will be used by reviewers to determine whether an applicant will be able to receive the priority points in the category in which “applications proposing to target services to (II) enroll students who may be at risk for academic failure, dropping out of school, involvement in criminal or delinquent activities, or who lack strong positive role models; and “(ii) the families of students described in clause (i);” 4204(i)(I)(A)(i)(II)?*

This is a zero or 10-point section based on the third-party readers’ determination if the applicant proposes to target services to one or more of the identified populations.



*In the priority points section of the scoring rubric, a predetermined list of targeted schools is mentioned. Where do I obtain this list to see if my school is listed?*

The OPI 21<sup>st</sup> CCLC program staff is waiting for the list of targeted and comprehensive schools' list. We will post the list as soon as it is provided. Please see the first page of the 21<sup>st</sup> CCLC website for updates.

*I have reviewed the scoring rubric for the 21st CCLC grant. It appears there are a possible 250 points for the application, 45 points possible for the logic model, 30 possible priority points, and 12 possible bonus points. Would you please explain how the point system works? Does this mean there are total possible points of 337? Are the bonus points and priority points weighted or is the application scored, then the bonus and priority points added to the total?*

The application is scored as follows, Up to:

- 250 points for the base application
- 45 points for the Logic Model
- 30 points for the Priority Points
- +17 points for the Bonus Points
- **342 Total Points.**

The application is scored and then the priority points and bonus points will be added to the total.

*We would like to expand 21st CCLC services to “X” Elementary School, would it be considered supplanting if we replace grant funding from a previous year?*

If the previous grant is still running the program at “X” Elementary School, you can't offer the same services to the same population with 21<sup>st</sup> CCLC funds; however, if the previous year's grant is ending, then you may use 21<sup>st</sup> CCLC grant funds to run the program. You may also use 21<sup>st</sup> CCLC funds to expand the services or the population served at the “X” Elementary School.

*Our Public Schools and the local University provide professional development training opportunities for our program for a nominal fee, if any. Could we consider this in-kind training towards the 5% for professional development?*

A minimum of 5% of the budget must be set aside for professional development. If the program chooses to have in-kind training for your staff, this must be in addition to the original set aside budget of 5%. Required professional trainings include one state meeting (June MBI Summer Institute in Bozeman, MT) and two regional meetings per calendar year. Please refer to the 21<sup>st</sup> CCLC website under Professional Development for more information.

*If there is a possibility of forming a consortium, do all organizations need to submit an Intent to Apply?*

The Intent to Apply (New Vendor Process) is only required by new *non-school applicants that have never applied for grant funds through the E-Grants system*. If you are applying as a consortium, and the fiscal agent of the grant is a new non-school entity that has never applied for a grant through the E-Grants system, then that entity would need to request a “New Vendor Packet” from Amanda Domino, [adomino@mt.gov](mailto:adomino@mt.gov).

If the fiscal agent is a public school, and they have accessed the E-Grants system in the past, then the Authorized Representative (AR), or other persons that the AR has requested access for, may logon to the E-Grants system to create a new application.

If the public school has never accessed the E-Grants system in the past, they need to go to the

Welcome page of E-Grants, click on the “New User” link under the “Logon” section, and follow the instructions.

*Does expanded services mean a larger population served or could it also include adding programming to the same population? For example, adding before school programming.*

Expanded services can mean either adding on a new population or larger population and/or expanding programming to the same population.

*In the past currently funded sites could only ask for the amount they received in the previous grant cycle. If we expand services, will we be allowed to ask for a larger amount to cover those services?*

This is a new grant application; therefore, you may apply for up to \$300,000 per organization.

*Regarding the statement during the webinar that part of the requirements for new grants will be “reaching 50% of the target population”: does target population refer to the identified specific group/number of students proposed to be served, or does it refer to 50% of the entire school’s population?*

The target population refers to the identified specific group/number of students proposed to be served.

*May an existing grantee whose grant is expiring re-apply to provide new service enhancements to the existing population currently being served, with new 21st Century grant funds?*

Yes

*If there are currently two different grantees serving different populations at the same school with both receiving funds, and one grantee’s 21st Century funding is expiring, may that expiring grantee re-apply to expand or enhance services at the same school, as long as they continue to be provided to different grade levels (populations)?*

Yes, see the answer in the next question.

*May two different grantees receive funding to serve different (populations) at the same school through this competition?*

Yes, the Grant Guidance document (pg. 4) specifies that it is by population, not by school.

*We are planning on applying as a consortium with a community based organization. We currently in the last year of our 21st CCLC grant and would like to know if we should apply as the fiscal agent or should the community based organization be the applicant?*

The answer to this question is dependent on the school and community-based organization’s decision on what the best organizational structure is for both entities. Either entity can be the fiscal agent. After the decision is made, please ensure that the Memorandum of Understanding (MOU) covers all the components listed in the MOU section of the 2018 Grant Guidance Document (pg. 6). The Grant Guidance document is posted on the 21<sup>st</sup> CCLC website, under the 2018 E-Grants Application Information.

*If we have been funded in the past, are we eligible for the full \$300,000 or are we limited since we have been funded previously?*

If you have been funded in the past, and are applying in the 2018 competitive application, you may apply for the full \$300,000.00 per organization.

*(NEW USER ACCESS TO THE E-GRANTS APPLICATION) If you have schools in different districts that want to work on the grant application in e-grants, how do you go about that everyone has the access to work in the system on the grant?*

The Authorized Representative (AR), who is signing off on the grant application and submitting the grant application to the OPI, can request to have new users gain access to the E-Grants application. The AR can allow multiple new users to the account. To request the new user, go to the E-Grants Welcome page, and click on “New User” under the “Logon” section. Follow the instructions to request a new account. Although anyone can request a new user account, the request will be forwarded to the AR, and only the AR can click the submit button to the OPI.

*We are a community organization and faith based school. How do we obtain the October AIM Snapshot to obtain our free and reduced lunch rates?*

As a private school, your free-reduced meal eligibility students will not be listed in the AIM system. The AIM system only contains data from public schools. The OPI does not collect any demographic data on private school students.

*Additionally, our existing afterschool program serves multiple children from the surrounding school district. How do we ensure their count is included in ours? Will you send me the OPI AIM October snapshot please or a link to it? We believe we have a 40% poverty rate.*

If you have public school students participating in the afterschool program, you will need to partner with the local public schools where the students attend, and obtain the necessary free/reduced meals status counts and any other Needs Assessment data through the local public-school district. **NOTE:** Please refer to Every Student Succeeds Act (ESSA) 4204(b)(2)(D) on the OPI’s 21<sup>st</sup> CCLC website.

*We propose a nonprofit community partner and/or a consortium. If our partner provides state assistance to some families in need (scholarship grants) for portions of an existing after school program would you define the families served by a portion of the grant as supplanting, or rather simply expanding services that the state provides a portion for already?*

It is not supplanting if you are expanding services or populations served; therefore, if you are using 21<sup>st</sup> CCLC funds to *expand* the program, it is not supplanting, but the 21<sup>st</sup> CCLC funds cannot be used to cover the piece of the program that is currently being supported by the scholarship grants.

*If we unite with another organization, will we take their free and reduced lunch students into account in addition with our unique students identified by our school district Title I forms?*

Our office is not aware of what comprises private schools’ Title I forms. If you unite with a local public school, you will use their free and reduced eligible students’ percentage for their students who attend your program. To calculate the free and reduced eligibility count for the students in the private school, use the figure from the schools those students *would attend* if they attended a local public school.



NOTE: To apply for the 21<sup>st</sup> CCLC grant, if your organization is not partnering with a local public-school district, then the local public district must provide documentation that they have determined that the private school is in need of intervention and support. This justification can be entered in to the Needs Assessment section of the grant application.

*Where can I find the list of targeted schools for funding?*

Once the list of schools providing comprehensive support and targeted support becomes available from the OPI, it will be posted on the first page of the 21<sup>st</sup> CCLC website, under the application information.

*I understand that we need to login to E-grants to access the grant application. Where do we go from there?*

If you have never applied for grant funds through the OPI's E-Grants system, email Amanda Domino, [adomino@mt.gov](mailto:adomino@mt.gov) , for the necessary paperwork.

If you have applied for grant funds through the E-Grants application in the past, follow these instructions:

12. Logon to E-Grants with your user name and password
13. On the Menu List page, select "eGrants Access/Select"
14. On the "Organization Search Results" page, click on the radio button in front of the school or organization name that you want to use to create a new application
15. Click "Select"
16. On the E-Grants Access Select page, next to the "Select Fiscal Year", click on the drop-down arrow and select "2019"
17. Under "Available", select the "**Title IV-B: 21<sup>st</sup> Century**" application
18. In the text box, enter the name for your new grant application
19. Click on the drop-down arrow in the "Select Project" text box and click on the option provided.
20. Click Create. This will open the application for you.
21. After you log out of the system the first time and then re-enter into the application to continue your work, you will need to go to the "E-Grants Access Select" page (steps 1-4), and enter the current fiscal year (2019). The 21<sup>st</sup> CCLC application you created will show under the "Competitive Grant" section.
22. Click on the arrow to the left of the application, and click "Open"

*Is it allowed to submit data on a self-created spreadsheet?*

The request to submit data on self-created spreadsheets has surfaced previously and program staff have determined this is not feasible. Programs can certainly use their own spreadsheets or data collection systems to *collect* daily attendance, activities, and staffing; however, when it is time to complete the data reporting, it must be reported in the Excel workbook and in the Google Sheets provided by the OPI. The reason for this is as follows:

After programs submit their data and the Data Control Specialist (Amanda Domino) conducts a quality assurance check, there is a process of aggregating the data from all 79 grantees into one report which gets uploaded to the federal system, and this process cannot occur if programs do not utilize a consistent form when reporting to the OPI. If we take data from one program in a unique spreadsheet, we would then have to allow all 78 other grantees to create their own spreadsheet which then creates issues on our end for appropriately reporting the data to the United States Department of Education, and to our state evaluator for local and state evaluation purposes.

The increased accountability is driving a need for more sophisticated data analysis through both our state and federal data collection and reporting. In the absence of a data collection system, systematic spreadsheets with formulas set to aggregate the way we need it is the lowest cost solution we have been able to create, and consistency from programs in how we receive the data is essential to the OPI being able to complete federal and state reporting.

*Can you please tell me when the application webinar will be posted and/or if the posting address has changed?*

The OPI staff is working to post the application webinar on the 21st CCLC website no later than Friday, February 9, 2018. All grant application information, including the webinar is on the first page of the website.